



Library Card Program

What is the SEFLIN Library Card Program?

The SEFLIN Library Card Program is a reciprocal borrowing program available to academic member institutions of SEFLIN (Southeast Florida Library Information Network). Participation in the program is voluntary.

Each participating institution may issue the SEFLIN Library Card to its students, faculty, and professional staff according to its own policies. Each institution also determines the Use Policies for SEFLIN Library Card holders visiting their library from other participating institutions. The Use Policy for each institution may restrict visitors to a specific type (student, faculty, or professional staff) or place limitations on the use of licensed resources, reference services, check-out of materials, etc. Use Policies are viewable on the SEFLIN Library Card Program Web site.

The SEFLIN Library Card Program Web Interface:

The SEFLIN Library Card Program is administered through an online interface on the SEFLIN Web site. The policies for card use at each institution are displayed there and statistics on library card use are now automatically collected through the online interface. Librarians at participating SEFLIN member libraries perform two basic operations through the SEFLIN Library Card Program Web site:

- 1. Issue SEFLIN Library Cards to your students, faculty, and library staff**
- 2. Validate SEFLIN Library Cards presented at your library by users from other institutions**

Login Access for Library Staff:

Login at the URL below (see the 'Log In' link in the left side menu). If you already have a username and password to SEFLIN's Web site, contact your work supervisor about obtaining access to the Library Card Program service. If you do not have a username and password, you must first establish a login account before your work supervisor may grant access to the Library Card Program service. To establish an account, go to the '*Click here if you are a new user*' link on the login page, fill out and submit the form. Then see your work supervisor about obtaining access.

A screenshot of the SEFLIN Library Card Program login form. The form is titled "SEFLIN Library Card Program" and includes the SEFLIN logo. It features several input fields: "SEFLIN Library Card Number", "Issuing Institution", "Issuing Staff Name", "User Name", and "User Signature". At the bottom, there is a disclaimer: "NON-TRANSFERABLE. Users are subject to the regulations of the lending library. Visit www.seflin.org/slcp for specific institutional use policies." The background of the form has a light blue and white color scheme with a palm tree and sun icon.

<http://www.seflin.org/slcp>



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Instructions for Library Staff:

The instructions below are for library staff at participating SEFLIN member libraries. SEFLIN Library Cards are issued, and their use at your library recorded, through the online interface found at:

<http://www.seflin.org/slcp>

Creating new SEFLIN Library Cards for your students, faculty & staff:

To create a new SEFLIN Library Card, click on the "Create a new SEFLIN Library Card" link in the left side menu. Then fill out and submit the requested information on the online form. After submitting the form, a printable copy of the information you entered will be available for your records. You must then manually fill out a pink SEFLIN Library Card for the user to keep and present at other participating libraries.

The SEFLIN Library Card Web site does not store any personally identifying information (e.g. names, addresses, etc.), even though you may enter it on the online form. If you do enter this information into the form, it is available only temporarily for you to print a copy of the user's information, if it is required for your library's records. All personally identifying information you enter will be deleted when you close the Web page upon which it appears.

Validating the use of SEFLIN Library Cards presented to your library:

When a library user presents a pink SEFLIN Library Card from another participating member library, you must 'validate' it (check to see that it has not expired and register its use) through the SEFLIN Library Card Web site. Click on the "Validate a SEFLIN Library Card Presented to Your Institution" link in the left side menu. Enter the 'SLCP Number' found at the top center of the pink SEFLIN Library Card. Select the purpose of the SEFLIN Library Card use from the pull down menu. Submit this information. The issue date, expiration date, type of user, and the home institution of the user will then be displayed. Make sure that the SEFLIN Library Card presented is 'active' and has not expired.

By validating the SEFLIN Library Card's use, the system will automatically record your library's SEFLIN Library Card Program statistics and display this information for your records. You may view this information by clicking the 'View SLCP Statistics' link in the left

**For more information, contact SEFLIN at:
1-877-733-5460**